

Town Hall Library Policy Manual	Electronic Meetings Policy	Issued: April 2026
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The Town Hall Library Board of Trustees believes in the best interest of its residents and taxpayers that the fullest participation and attendance in all board meetings be achieved whenever possible in accordance with Wisconsin's Open Meetings Law. The use of Electronic Means to conduct meetings allows a wider range of participants to attend and monitor the meeting who might not otherwise be able to make it to a physical location. The use of Electronic Means also allows Trustees who otherwise cannot physically attend in person to fully participate in the meeting, thereby ensuring that all Trustees' voices are heard, regardless of health, family emergencies, or other uncontrollable circumstances.

The Board in all its regular, special, and committee meetings, whether held in person or via Electronic Means, complies and intends to comply with the provisions of the Wisconsin Open Meetings Law. This policy provides clear guidance and structure on how to conduct Electronic Meetings to comply with this law.

Use of Electronic Meetings

Any Board member can request the use of an electronic or hybrid meeting of the Library Board President, who will communicate it to the Library Director, before the agenda is finalized and posted. Upon either a Declaration of Emergency or upon a two-third vote at a prior meeting, regular or committee meetings of the Library Board may be held by Electronic Means. For purposes of this policy, Electronic Means is defined as a full-featured internet meeting which allows for the live broadcast and interface of the audio and video of all Board members, participants, and views. Meetings held by Electronic Means due to a Declaration of an Emergency may be held by Electronic Means until the expiration of such Emergency Declaration. When no such Emergency Declaration exists, a motion by a Trustee exercising the option under the Library Board Bylaws to hold Board meetings by Electronic Means shall specify, by date, which meetings the Board authorizes to be held by Electronic Means.

Notification of an Electronic Meeting

Notices and agendas for an Electronic Meeting must be posted according to Wisconsin Open Meetings Law. Notices and agendas should follow typical practice but should also affirmatively state the meeting will be held via Electronic Means and include instructions for how the public may access the meeting. This includes providing the telephone number,

videoconference link, and any necessary passcodes or other login information. Notices and agendas must contain a name and contact number for a designated staff member that can be contacted if a member of the public is unable to participate in the virtual meeting to allow the Board an opportunity to evaluate its potential obligation to accommodate participation.

Conducting an Electronic Meeting

When conducting Board meetings by Electronic Means, such meetings shall be conducted in strict accordance with this policy.

A. The Board meeting shall be conducted using an electronic platform or technology chosen at the discretion of the Library Director, who may consult with the Library Board President, to ensure the platform or technology complies with applicable Open Meetings Law, after considering the following factors:

- Whether the platform or technology enables reliable two-way communication
- Whether the technology allows remote participants to meaningfully participate in the electronic meeting
- Whether the platform or technology complies with Wisconsin Open Meetings Law
- Whether the platform or technology allows all Board members, participants, and viewers, to view and share documents so that they can be viewed by all those participating in the meeting
- Whether the platform or technology allows for simultaneous aural communication of the Board members is essential to the deliberate character of the meeting
- Whether the platform or technology allows the Board to control meeting participants to avoid disruption of the deliberative session or in the event of a closed session

B. Sufficient security and identification procedures must be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all participants attending via Electronic Means for discussion or voting purposes are in fact an authorized Board member with the right to speak and vote.

C. Board meetings conducted by Electronic Means may be conducted entirely via the Electronic Means or in a hybrid fashion wherein most of the participants, viewers, and Board members attend in person while other participants, viewers, and

Board members may utilize the Electronic Means to virtually attend the meeting. The following expectations must be satisfactorily met to conduct a hybrid meeting:

- Participants utilizing Electronic Means must be able to hear and see the entire deliberative body
- Participants utilizing Electronic Means must be able to clearly hear and see each speaker, whether it is a Board member or participant
- Participants utilizing Electronic Means must have access to all public documents, agendas, and minutes pertaining to the meeting
- Board members utilizing Electronic Means must have received all presentation materials in their meeting packet prior to the meeting

D. A Board member who attends a meeting via Electronic Means must provide notice to the Library Board President and Library Director at least 24 hours prior to the meeting unless such advanced notice is impracticable. Excuses for the use of Electronic Means to attend a meeting by a Board member include but are not limited to:

- Personal illness or disability
- Employment purposes or the business of the Board
- A family or other emergencies

E. At the commencement of each meeting, the Library Board Secretary shall take a roll call of all Board members for purposes of determining whether a quorum of the Board is present in accordance with the Library Board Bylaws. Each Board member present shall audibly respond so that the Library Board President may determine if a quorum is present. In the event a quorum is not present, the Library Board President shall audibly announce that fact to those participating via Electronic Means.

F. If, at any time during the meeting, two-way communication with a Board member is lost or interrupted; the Library Board President shall make a reasonable attempt to reestablish two-way communication with the Board member. If, after making such reasonable attempt, two-way communication cannot be reestablished, the President may cease efforts to reestablish two-way communication, and the meeting shall continue, provided a quorum still exists with the lost Board member. Notwithstanding the foregoing, a Trustee must have two-way communication firmly established throughout the entire discussion or debate on a specific item of business to be eligible to vote on any action related to that specific item of business. Should a Board member lose two-way communication for a substantial amount of time During discussion of a specific item of

business, the applicable Board member is ineligible to vote on any action related to that specific item of business.

G. All communications and discussions by Board members that take place during a meeting conducted via Electronic Means must be made public in a manner accessible to the public attendees of the meeting. Board members should avoid private texting by cell phone or internet-based chat programs (including those that might be provided on the Electronic Means platform) and exchanging emails or other private electronic communications while participating in the meeting.

H. If a closed session must be conducted during a meeting utilizing Electronic Means, the Library Board President or Library Director will drop or otherwise block all virtual attendees that are not Board members or other parties deemed necessary from the closed session part of the agenda. If intending to resume an open session after the closed session, the Library Board will set a specific time to resume so virtual participants may re-join the meeting via Electronic Means when the open session resumes and audibly inform virtual participants of this time before dropping or blocking them.